

## Renewal of BHS License Checklist

1. License renewal application (BH-HSS-01) ☐
2. Copy of current OSFM report ☐
3. Copy of current OPH inspection report ☐
4. Non-refundable renewal fee(s) ☐
5. Proof of Financial Viability (refer to regulations) ☐

***"Financial viability" means the provider or facility seeking licensure is able to provide verification and continuous maintenance***

***of all of the following:***

- (a) A line of credit issued from a federally insured, licensed lending institution in the amount of at least fifty thousand dollars.***
- (b) General and professional liability insurance of at least five hundred thousand dollars.***
- (c) Workers' compensation insurance***

### NOTE:

- **At the time of renewal, no other processes may be performed**
  - **Ex:** name change, address change, service change, bed increase, CHOW
- HSS may perform an on-site survey and inspection of the Provider upon renewal.
- Failure to submit a completed license renewal application packet prior to the expiration of the current license will result in the voluntary non-renewal of the BHS Provider license upon the license's expiration.

### NOTES / COMMENTS:

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